Editing a Deposited Contribution

1. Make a backup of your Membership PLUS Data Set.
    a. *Knowledge Base article #22182 - http://membershipplusprivate.acs.tech/article.asp?article=22182&p=41)*

2. Select the **Deposit** module from the Membership PLUS Financials menu.

3. Delete the deposit that contains the incorrect contribution.
    a. *Make note of the contribution date range originally selected for this deposit. Once the contribution is corrected, a new deposit will be added using the original selection and date criteria.*

4. Select the **Contributions** module from the Membership PLUS Financials menu.

5. Locate and edit the incorrect contribution(s).

6. Return to the **Deposit** module.

7. Add a new deposit. Use the original deposit date of the deleted deposit and the original selection criteria (date range/ batch id) to ensure that the same contributions that were included in the original deposit will be included in this new deposit.